



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 11th November 2015 at 7.30pm in the Committee Room at The Old School House, Main Road, Danbury

Present: Cllr A Allen (Chairman), Cllr S Berlyn (ex officio), Cllr Mrs Chapman (ex officio), Cllr A Keeler, Cllr B Kennewell (Vice Chairman), Cllr M Telling, Cllr R Wakefield, Cllr Wood

In Attendance: Cllr D Carlin
Mrs M Dyer, Assistant Clerk, Facilities

51 Apologies for absence

Apologies were received and accepted from Cllr G Gardiner

52 Declarations of Interest

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they know they may have in items of business on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a pecuniary one. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting if they have not previously notified the Monitoring Officer about it. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the DCA.

None were declared at this point.

53 Public Question Time (Limited to 15 minutes)

There were no Members of the Public present

54 Minutes of the Facilities Committee held on 4th November 2015

RESOLVED: that the minutes of the Meeting held on 4th November 2015 be approved and duly signed as a correct record.

55 Danbury Parish Council owned Premises

Members had been advised that the last quarterly exterior inspection had been undertaken on 8th September 2015, that the next inspection would be undertaken in December and that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members

55.1 Robins Nest

55.1.1 CCTV

Members had been advised that as agreed only one CCTV is to be installed to cover Robins Nest/compound, with wireless connection to Parish Office, that approval from ECC to install a small wireless receiver unit to the front apex of the building was

awaited and that a sign had been erected in the area to be covered by CCTV. Members had been reminded that Protocol will be required re CCTV. Members had all been issued with a copy of the Emergency Information Sheet.
RESOLVED: that the information was noted by Members

55.1.2 Cart lodge

Nothing to report

55.1.3 Locks/Security

Members had been supplied with three quotes to increase security to both the external door and the internal door following the break in at office end of building. Following lengthy discussion Members requested that a further quote be obtained for works just to the external door and to ascertain how the 'door keep' is going to be strengthened.

RESOLVED: that a further quote be obtained for works just to the external door and to ascertain how the 'door keep' is going to be strengthened.

55.2 Tennis Club

55.2.1 Extension to Lease

Members were advised that both parties had signed the lease and that the Tennis Club had paid the legal costs, but the Clerk had not yet received a copy of the signed lease from the Solicitor.

RESOLVED: that the information was noted by Members

55.2.2 Subsidence at rear of back court

Nothing to report, situation will continue to be monitored.

RESOLVED: that the information was noted by Members

55.3 Bowling Club

Nothing to report

55.4. Cricket Club

5.4.1 Artificial wicket

Nothing to report

55.4.2 2015 Season

Members were advised that a 'friendly' had been played in August with the possible new club and that the season had finished with a inter club match on 6th September.

RESOLVED: that the information was noted by Members

55.4.3 New Club

Members had been reminded that the possible new Club is awaiting acceptance into the league in the Autumn, but that this possibility had been taken into account when the budgets had been prepared for the coming financial year.

RESOLVED: that the information was noted by Members

55.4.4 Scarifying

Members were advised that the end of season works had been completed in September 2015.

RESOLVED: that the information was noted by Members

55.4.5 2016 Season

Members had been supplied with copy quote from Wicket Keeper detailing costs re either one or two teams playing here next season. Cllr Berlyn proposed that CRS Pitchcare be appointed to carry out pitch maintenance works at a cost of £5,000 if just one team and £5,600 if two teams for the period 1st April 2016 – 31st March 2017. This was seconded by Cllr Wakefield. All Members were in agreement.

RESOLVED: that CRS Pitchcare be appointed to carry out pitch maintenance works at a cost of £5,000 if just one team and £5,600 if two teams for the period 1st April 2016 – 31st March 2017.

55.5. The Old Pavilion

55.5.1 Flat Roof/Maintenance/future works

Members were reminded that based on the report by Cllrs Berlyn and Allen it had been agreed that no further works were required to the roof, but that insulation layer be increased (doubled) and 'walk boards' be installed. The Assistant Clerk outlined queries raised by a Contractor when investigating costs and grants and advised that responses supplied by Cllr Allen had been passed on and that a site meeting had been arranged.

RESOLVED: that the information was noted by Members

55.5.2 Exterior Notice Board

Members had been advised that as exterior painting had now been completed the DCA would now order and install a notice board with name of the building incorporated.

RESOLVED: that the information was noted by Members

55.5.3 Renovation of Toilets

Members had been advised that works are now scheduled to commence in December 2015.

RESOLVED: that the information was noted by Members

55.5.4 Name Sign for Building

Members had been advised that this had now been installed.

RESOLVED: that the information was noted by Members

55.5.5 Exterior Painting of Building

Members had been advised that Reparation had completed this work, but that higher level works could not be undertaken by the Reparation Team or Groundsman; quotes were awaited to replace shingles at apex facing field (above where entry door used to be) and to replace the barge boards plus decorate.

RESOLVED: that the information was noted by Members

55.5.6 Window Grills/Window Cleaning

Members were advised that the Groundsman would undertake this work with the Reparation Team – removing and treating one at a time subject to Reparation availability and weather conditions. Window cleaner still to advise re feasibility of jet washing through grills.

RESOLVED: that the information was noted by Members

55.5.7 Information and Warning Signs on Building

Members had been reminded that quotes for replacements were being obtained.

RESOLVED: that the information was noted by Members.

55.5.8 Shutter

Members had been advised that this has been serviced.

RESOLVED: that the information was noted by Members.

55.5.9 Gutters

Members were advised that the gutter 'Hedgehogs' had been delivered and would be installed by the Groundsman

RESOLVED: that the information was noted by Members.

55.6 Sports Centre

55.6.1 Sports Hall Roof

Members had been reminded that no action had been agreed, but that it was being monitored and advised that DCA had purchased a Weather Station to monitor direction of wind regarding rain ingress.

RESOLVED: that the information was noted by Members

55.6.2 DCA/DPC Liaison Meeting

Members had been supplied with notes from the last meeting held on 22nd September 2015 and advised that the next meeting is scheduled for Thursday 10th December 2015. Regarding the 'wish list' Members enquired if the DCA could be asked if they plan to talk to their Gym Partner re the gym related items of sauna and steam room.

RESOLVED THAT: i) the information was noted by Members

- ii) in relation to the 'DCA Wish List' that the DCA be asked if they plan to talk to their Gym Partner re the gym related items of sauna and steam room.

55.6.3 Lighting Bollards

Members were advised that the experiment had not yet started re the 35 Watt LED. Members had been advised regarding the base of all the bollards which are showing signs of erosion, that these will be rubbed down and repainted by the reparation team in Spring 2016.

RESOLVED: that the information was noted by Members.

55.6.4 Front of Building

Members had been advised that work to apex above kitchen area had been completed and that the DPC sign was being renovated. Members were advised that this project may go over budget due to problems with the reinstatement of the alarm sounder; the light had been replaced by a LED at the request of the PC Chairman, but that the cost of £310 for the LED would be coming out of the Chairman's budget.

RESOLVED: that the information was noted by Members.

55.6.5 Sleepers to edge Pitch 2/rear access to building

Members had been advised that the sleepers had been installed.

RESOLVED: that the information was noted by Members.

55.6.6 Toilet Renovation Works

Members had been advised that works had commenced in October 2015. At the meeting Members were advised that painting of internal doors had been added to the specification, but with no additional cost, but that the Clerk had authorised under emergency powers £360 for a new pump, problem only identified as works were

underway; Dyson hand driers had been installed and the DCA would be covering the additional £280 charge re the changeover of heaters/hand driers.

RESOLVED: that the information was noted by Members.

55.6.7 Gym Roof

Members were advised that there is a leak in the gym roof from the now defunct fan above the treadmills, but that arrangements were in hand for a contractor to assess and quote for works, which will involve using a 'cherry picker'.

RESOLVED: that the information was noted by Members.

55.6.8 Drain in Football Changing Room

Members were supplied with quotes re above, cover of which is not lying flat and there is an unpleasant odour in this room. Members did not feel that the 'cleaning' option proposed by one contractor would rectify the problem and requested that further quotes be obtained for a replacement double seal.

RESOLVED: that further quotes be obtained for a replacement double seal.

55.6.9 Fire in Ladies Shower/Changing Room

Members were advised that this will be an insurance claim – awaiting quotes.

RESOLVED: that the information was noted by Members.

55.7 Dawson Memorial Fields.

55.7.1 Village Fayre 10th July 2016

Members had been advised that DCA had been notified re permission to have pony rides as part of event. At the meeting Members agreed that this activity be confined to Pitch 2 and that the following be clarified: number of ponies, details of provider, qualification of leaders, insurance cover and risk assessment.

RESOLVED THAT: i) the information was noted by Members

ii) the following be clarified: number of ponies, details of provider, qualification of leaders, insurance cover and risk assessment (in particular re ponies bolting)

55.7.2 Best Kept Playing Fields Competition 2015

Members had been advised that DPC had been awarded 6 Certificates of Merit:

- Silver Award for the Playing Fields
- General Award for the Children's Playground
- Silver Award for the Cricket Ground
- Gold Award for Football Pitch 1
- Gold Award for Football Pitch 2
- Gold Award for Football Pitch 3

The Groundsman was formally congratulated for his work which had resulted in the above achievements. Whilst Members were delighted with the above, they expressed concern that only a 'General Certificate' had been awarded for the Children's' Playground which had undergone major renovations/installation of new equipment in 2014 and requested that the Assistant Clerk contact Essex Playing Fields Association for clarification re judging criteria.

RESOLVED THAT: i) the information was noted by Members

ii) the Groundsman be formally congratulated for his work which had resulted in the 6 awards

iii) Essex Playing Fields Association be contacted for clarification re judging criteria.

55.8 Parish Council Land

55.8.1 Eves Corner

55.8.1.1 Pond

Members had been advised that pond clearance works had taken place on Wednesday 16th September 2015, that ECC had carried out further successful drainage clearance works in the area and that National Trust would be organising annual flushing of drains in this area. Sign are still to be installed requesting that residents do not put fish or other creatures in the pond.

RESOLVED: that the information was noted by Members.

55.8.1.2 Litter

Members had been advised that by special arrangement during the summer period bins (by the pond and all bins in Danbury) had been emptied weekly, but that this had ceased at the end of October 2015 and from 2nd November this had reverted back to a fortnightly service (i.e. 16th November, 30th November etc.). Cllrs had been requested to check bins in their locations prior to the meeting to ascertain if at this time of year a weekly service was needed and had been advised that if a weekly service was required that CCC could organise, but there would be a charge this time (NB Danbury PC was not charged for the extra emptying this Summer). At the meeting Cllr Berlyn reported problems with two bins (Butts Lane/Hopping Jack Lane – not emptied and Elm Green – no lid). Members requested that the cost for weekly emptying of all bins in Danbury be requested from CCC.

RESOLVED THAT i) the information was noted by Members.

ii) the issues re bins at Butts Lane/Hopping Jack Lane – not emptied and Elm Green – no lid be investigated

iii) the cost for weekly emptying of all bins in Danbury be requested from CCC.

55.8.2 Runsell Green

Members were advised that costs were being investigated regarding renovation works and for a replacement

RESOLVED: that the information was noted by Members.

55.8.3 Elm Green

Members were advised that costs were being investigated regarding renovation works and for a replacement

RESOLVED: that the information was noted by Members.

55.8.4 Allotments

Members had been reminded that contractor/costs were being investigated regarding renovation works required on the sheds.

RESOLVED: that the information was noted by Members.

55.9 Play Areas

55.9.1 Annual Play Equipment Inspection 2015

Members had been reminded that works to scramble net and swings had been budgeted for to be carried out in the next financial year

RESOLVED: that the information was noted by Members.

56 Trees

56.1 Tree Survey

Members had been advised that the 2015 survey had started on 26th October 2015

RESOLVED: that the information was noted by Members.

56.2. Pedlars Path - Tree Works

Members were advised that regarding the oak tree and holly bushes overhanging a resident's garden from Pedlars Path that there was nothing further to report at this time. Members requested that this item be removed from the agenda.

RESOLVED THAT: i) the information was noted by Members
ii) this item be removed from the agenda

57 Danbury Times

Cllr Mrs Chapman advised that the next issue would be delivered on 25th November 2015 and that the following issue would be the APM notice issue for March/April 2016 and would include reports from all committees. Other topics for consideration to be forwarded to Cllr Mrs Chapman.

RESOLVED: that the information was noted by Members.

58 ECC Winter Salt Bag Scheme

Members were advised that the salt had now been delivered. At the meeting Members were advised coverage of salt teams and Cllr Berlyn, Cllr Mrs Chapman, Cllr Keeler and Cllr Wakefield very kindly agreed to deliver letters to try to recruit volunteers, to roads suggested as those that would benefit from a salt team.

RESOLVED: that the information was noted by Members.

59 Legionella Checks

Members were reminded that the Groundsman was now undertaking the regular checks at DPC owned buildings. Members requested that this item be removed from the agenda.

RESOLVED THAT: i) the information was noted by Members.
ii) this item be removed from the agenda

60 Review Terms of Reference for the Facilities Committee

Members had been advised that the changes had been made as agreed at September 2105 meeting.

RESOLVED: that the information was noted by Members.

61 Strategic Business Plan

Members had been advised that the ideas for the next 5 years suggested at the September meeting had been put forward to the Strategic Business Plan Working Group for consideration.

RESOLVED: that the information was noted by Members.

62 Policy for Memorial Benches

Members had been supplied with a policy for consideration. It was agreed that Members pass any comments to the Clerk and that the amended version be brought back to the December Facilities meeting for consideration/approval.

RESOLVED: that comments be passed to the Clerk and that the amended version be brought back to the December Facilities meeting for consideration/approval.

63 Matters to Report

There were no matters reported

64 Meetings

2015: Wednesday 9th December 2015

2016: Wednesdays 10th February, 13th April, 18th May, 13th July, 14th September,
2nd November (Budget) and 16th November

There being no further business the meeting was closed at 9.03pm.

Cllr A Allen
Chairman

Signed Date